

INSTRUCTIONS
IN USE OF
**Standardised Method
of Book-keeping**
FOR
LITERATURE SECRETARIES.



Instructions on use of Standardised Method of Bookkeeping for Literature Secretaries.

The increased volume of Party publications, the growth of Party membership and the need for each Branch Literature Secretary to have some simple method of recording transactions, and to know easily and readily

- (a) The financial position as a whole;
- (b) Position of each Group (Sales to each Group and how much they owe);
- (c) Stock position;
- (d) What the Branch owes to the Bookshop;

it has been decided to introduce a STANDARD FORM OF INVOICE BOOK, also CASH BOOK and LEDGER (these in one binding). This will make possible the submission to the Branch Committee of monthly Literature statements, shewing Purchases, Sales, Stock and Cash Balances, revealing both strong and weak groups, thus laying the basis for action and avoiding accumulation of heavy stocks and weak financial positions.

DESCRIPTION OF CASH BOOK AND LEDGER.

The book itself is in one binding. The first section being the CASH BOOK. The second section the LEDGER FOR THAMES BOOKSHOP ACCOUNT AND STOCK CONTROL ACCOUNT. The third section the LEDGER FOR GROUP AND OTHER SALES ACCOUNTS.

Immediately inside the front cover is an alphabetical index for recording the NAME OF and PAGE No. on which each account will be found in the Ledger sections.

The Literature Secretary requires to know the following in the course of his work:—

Purchases from Bookshop;
Total sales;
Sales to Groups;
Financial position;
Stock position; and
Book club monies.

INSTRUCTIONS.

INVOICES AND CREDIT NOTES FROM THAMES BOOKSHOP. AND WHAT TO DO.

INVOICE. A specimen is shewn on page 8. In the section of the ACCOUNT BOOK marked I, head page I "THAMES BOOKSHOP LTD." and on the **Right Hand** side enter the date of the invoice under "**Date**" column. In the "**Details**" space the words "**Cost Price.**" In the "**Value**" column the "**Nett**" invoice figure. The invoice should be numbered (from I onwards) and that NUMBER put in column called '**Invoice No.**' This procedure is repeated week by week.

An illustration is shewn on page 9 of these instructions.

CREDIT NOTE. A specimen is shewn on page 10. On the **Left Hand** side of the THAMES BOOKSHOP ACCOUNT enter the date of the Credit Note in the "**Date**" column. In the "**Details**" column the word "**Returns.**" In the "**Value**" column the **Nett** amount shewn on the credit note. The Credit Note should then be numbered and that number put in column marked "**Cash Book Page No.**" This procedure is repeated week by week. An illustration is shewn on page 9 of these instructions.

Having completed the entries outlined above, carry out the following:—

STOCK CONTROL ACCOUNT.

In the same section of the Account Book, head page 8 "**Stock Control Account.**" Take the Thames Bookshop invoice and on the **Left Hand Side** enter the date under "**Date**" column. Under "**Details**" column enter the words "**Retail Value.**" In the "**Value**" column the **Retail Total** of the invoice. In "**Invoice No.**" column, the number previously put on the invoice should be inserted. This procedure should be repeated weekly. A specimen is shewn on page 11 of these instructions.

The procedure for a Credit Note from Thames Bookshop is to enter on the **Right Hand Side** the date of the Credit Note under "**Date**" column. In the "**Details**" column enter the words "**Retail Value.**" In the "**Value**" column the RETAIL TOTAL of the Credit Note. The number previously put on the Credit Note should be inserted in the column called "**Cash Book Page No.**"

The Invoices and Credit Notes should be filed away numerically for possible future reference.

RECEIPT FROM THAMES BOOKSHOP.

Each time money is paid to the Bookshop a receipt is given at the foot of the Invoice. When payment is made for goods supplied on credit THE RECEIPT is as per specimen shewn on page 12.

In the CASH BOOK SECTION OF THE ACCOUNT BOOK make the following entry on the **Right Hand Side**. In the "**Date**" column put the date of the receipt. In the "**Details**" column write the words "**Thames Bookshop.**" In the "**Value**" column the sum of money as per the receipt. When separate receipts are given they should be numbered (from 1 onwards) and that number put in the "**Receipt No.**" column. When the receipt is at the foot of the invoice the Invoice No. will act as the Receipt No. and similarly that No. put in the Receipt No. column. See specimen on page 13.

When making any other payments a receipt should be obtained and the procedure as outlined carried out.

Having made the entry or entries in the CASH BOOK, turn to THAMES BOOKSHOP ACCOUNT in section I of the Ledger. Again take the RECEIPT from THAMES BOOKSHOP and on the **Left Hand** side of the Account enter the date in "**Date**" column, the word "**Cash**" in "**Details**" column and the amount of the receipt in the "**Cash**" column. In order to make easy reference possible between an entry in the CASH BOOK and the LEDGER SECTION a column is provided at the side of the CASH column in the Bookshop Account in which can be put the Page No. of the CASH BOOK and similarly in the CASH BOOK a column is provided for putting the Page No. of the LEDGER Account. The receipt should then be filed away.

DUPLICATE INVOICE AND RECEIPT BOOK.

WHAT IS ON IT. (SEE SPECIMEN ON PAGE 14.)

A space for Group or other name, a line for date. Then a space for details of what is sold for cash or credit, which when totalled gives **"This Week's Total,"** to which is added any balance from last week. A space is provided for deducting Returns and Cash paid. After deducting the total of these two, the resulting balance will be carried forward to the next week's invoice.

A form of receipt is incorporated in the invoice with space for signature. It will be noted that only one line is provided for **"Returns,"** but the words underneath indicate that the detail should be filled in on the back of the carbon copy. See specimen on page 15.

An invoice should be made out for every sale, whether for cash or on credit and whether to a Group, Individual or any Organisation as outlined above.

Having made out the invoices it is necessary to make the following entries. Turn to Section 2 of the LEDGER and having opened an Account for each of the Groups, etc., by writing their names at the top of the Ledger pages proceed as follows :—

On the **Left Hand** side fill in the invoice date in the **"Date"** column. In the **"Detail"** column write the words **"Retail Price"** and in the **"Value"** column the amount of the invoice as shewn against the words **"This Week's Total."** The Invoice No. printed at the top of Invoice should be put in **"Invoice No."** column.

RETURNS. On the **Right Hand** side of the Group Ledger Account fill in under **"Date"** column the date of invoice and in **"Detail"** column put the word **"Returns"** and in **"Amount"** column the value of returns. In **"Cash Book Page No."** put No. as shewn on top of invoice.

For specimen of GROUP Ledger Account see page 16.

CASH. Now turn to the **Cash Book Section** of the **Account Book** and on the **Left Hand Side** under "**Date**" column put date as shewn at top of each invoice. In "**Details**" column write Name of Group or Individual as the case may be. In "**Receipt No.**" column put the **No.** shewn at the top of invoice and in "**Value**" column the sum of money as per receipt at the bottom of invoice. Now turn to the "**Ledger Account**" of the Group who paid the money and on the **Right Hand Side** make the following entries:—In the "**Date**" column the same date as has been entered in the **Cash Book**. In "**Detail Column**" put the word "**Cash**" and in "**Cash Book Page No.**" column put the invoice number and in "**Amount**" column the sum of money as entered in cash book.

BOOKCLUB. In the section of the Ledger to be used for Group Accounts there is an additional column called '**Bookclub.**' The purpose of this is so that any monies received by the Literature Secretary can be kept a note of separately in the following way:—Make out a separate receipt for such cash and mark the invoice "**Bookclub**" (see specimen on page 17). Enter the Cash in the **Cash Book** on the **Left Hand** side giving date and other detail as required. When making entry in "**Group Ledger Account**" enter the cash in column marked "**Bookclub**" on the **Right Hand** side. When the books ordered are obtained, make out an invoice SEPARATELY, putting the word "**Bookclub**" at the top of invoice. The details on this invoice will then be entered in the **Group Account** in the **Ledger** on the **Left Hand** side under "**Bookclub**" column. If the transaction has already been fully paid for, mark receipt section of invoice accordingly. If, on the other hand, the balance owing is paid, complete receipt form for such sum and then enter the cash in the **Cash Book** on the **Left Hand** side. This cash will also be entered on the **Right Hand** side of the "**Group Ledger Account**" in the "**Book-club**" column.

CASH BOOK. WHAT IS NOW IN IT.

This now contains a record of all monies **Received** and all monies **Paid Out**. By adding up both sides you will be able to ascertain the actual balance of **CASH IN HAND**. At the end of the month this balance is then entered on the **Right Hand** side and after ruling off both sides, such balance is brought down to the **Left Hand** side as the starting cash in hand with which to commence the next month. (See illustration on page 13.)

LEDGER. SECTION I.

WHAT IS NOW IN THIS SECTION.

- A. An account for THAMES BOOKSHOPS LTD.
- B. STOCK CONTROL ACCOUNT.

In respect to **"A"** entries that appear on both **Left Hand and Right Hand** sides have been given and the specimen pages (Nos. 9 and 11) shew what these accounts look like after such such entries have been made.

In respect to **"B,"** i.e. **"Stock Control Account."** To complete this account it is necessary **Monthly** to take the total CASH RECEIVED for the month, excluding the CASH BALANCE BROUGHT FORWARD FROM THE PREVIOUS MONTH and enter the total on the **Right Hand** side of **"Stock Control Account"** as shewn in illustration on page 11. In the column marked **"Cash Book Page"** put the Page No. of the Cash Book from which the figure was obtained. NOW add up the **Left Hand Side** of **"Stock Control Account."** The difference between the two sides of this account will represent the **Retail Value** of the stock in the hands of the Literature Secretary. This balance will be inserted on the **Right Hand Side,** the account ruled off and the balance brought down to the **Left Hand** side to start off the next month's entries.

When opening this account in the Ledger it will be necessary to take stock at **Retail Prices** and enter such stock figure on the **Left Hand** side of the **Stock Control Account.** An illustration is shewn on page 11.

Quarterly it will be desirable to take an actual list of stock at **Retail Prices** which will serve as a check on the accuracy of the two previous months' stock figures. In addition it may be necessary to write down the value of some stock items. To give effect to this, it is only necessary, to make an entry in **"Stock Control Account"** on the **Right Hand** side of the amount by which it is decided to write down the stock.

LEDGER. SECTION 2.

WHAT IS NOW IN THIS SECTION.
GROUP AND OTHER ACCOUNTS.

Entries that appear on both **Left Hand and Right Hand** sides have been given and the specimen page number 16 shew what these accounts look like after such entries have been made.

From the entries in this Section of the Ledger the sales of each Group can be obtained by adding up the cash entered on the **Right Hand** side.

In addition the balance at the end of each month should represent the **Retail Value** of stock in the Group's possession.

HOW TO PREPARE MONTHLY LITERATURE ACCOUNT.

A specimen of the form to use for submitting a monthly Literature Account to the Branch Committee is given on page 18.

To complete this form do the following:—

1. Turn to **Stock Control Account** and take the Stock figure shewn at the beginning of the month and insert this against the word "**Stock**" on the **Left Hand side** of the form.

2. Turn to **Thames Bookshop Account** in the Ledger and having added up the value of Purchases on the **Right Hand** side of the account and deducting from such total any **Returns** shewn on the **Left Hand** side, insert the resulting figure against the word "**Purchases.**"

3. Again turn to **Stock Control Account**, and take the Sales figure as shewn therein and put that figure on the **Right Hand** side of the form.

4. From the **Stock Control Account** take the closing stock figure shewn on the **Right Hand** side and insert this figure in the Report form against the word "**Stock.**"

By then adding up both sides it will be possible to shew whether a loss or a profit has been made on the month's Literature Sales.

On the Report form there is also a space for shewing the amount of Cash in Hand, which figure is obtained from the Cash Book. Under "Information Report" the Literature Secretary can draw attention to any special features such as Pamphlets which have sold particularly well, sale of District or Local "Specials," and of course mentioning any Groups who have taken no Literature as well as those who have done well.

Tel.: GULLIVER 4810

From **THAMES BOOKSHOPS LTD.**

HEAD OFFICE: 45 PARKWAY, LONDON, N.W.1

INVOICE

Date Jan 5th 1945

BRANCH ACTON PHONE No. M

QUANTITY	DESCRIPTION	DISC.	@	£	s.	d.	£	s.	d.
3 doz	How to Win the Peace	2/6		3	12				
5 doz	W N 94	2/-			10				
24 doz	L. Monthly	6/-		1	4				
6 doz	Good	6/-		1	16				
2 doz	Victory Peace Security	1/-		1	4				
1 doz	Full Employment	12/6			12	6			
		here 10/-		8	18	6			
					17	10	8	-	8

ACCOUNT SALE
Goods received by

CASH SALE
Sold by

No. 14007

THAMES BOOKSHOP ^{47D} ~~RECEIPT~~

1

DATE	DETAILS	CASH BOOK PAGES	CASH £. S. d.	DATE	DETAILS	INVOICE No.	VALUE £. S. d.
1945 Jan 5	Return Book	1	6 -	1945 Jan 5	COST PRICE	1	8 - 8
" 5		1	7 14 8	12	00	2	6 15 6
" 12	Return -	1	6 15 6	19	00	3	9 1
" 19	Return	2	17 6	26	00	4	7 12 9
" 19	Book	1	8 3 6				
" 26	00	1	7 12 9				
			£ 31 9 11				£ 31 9 11

STOCK CONTROL ACCOUNT

DATE	DETAILS	INV NO.	VALUE £. S. D.	DATE	DETAILS	CASH BOOK P.D.E. No. Entered	VALUE £. S. D.
1945 Jan 1	Retail Value of Stock	D.P.	21	1945 Jan 5	Retail Value 7.8.	1	6 8
5	Retail Value 7.13.	1	8 18 6	19	DO	2	19 5
12	DO	2	7 10 7	31	Good being taken by owner	1	30 2 9
19	DO	3	10 1 1	31	Retail Value of Stock	cfcd	24 11 1
26	DO	4	8 9 9				
			A 55 19 11				A 55 19 11
Feb 1	Retail Value of Stock	cfcd	24 11 1				

1901

INVOICE No. 14007 ¹/₁

RECEIVED DATE 5th Jan 19...45

FROM Acton Branch
For THAMES BOOKSHOPS LTD.

BRANCH

SIG. Pase
WITH ~~PAKKS~~

5-1-45

£	s	d
7	14	8

Group or Name. *Park Ward*.....

Date. *5th Jan²⁵ 1945*.....

DETAILS.

1 doz	W N T V	C	2 ⁰⁰
3 only	How To Win The Peace		7 ⁰⁰
6 "	Lab monthly		6 ⁰⁰
6 "	R.T.D.		3 ⁰⁰
1 doz	Antony Peace Security		4 ⁰⁰
6 only	Challenge		2 ⁰⁰
1 doz	Bulletins		2 ⁰⁰

£.	s.	d.
	2	-
	6	-
	3	-
	1	6
	12	-
	1	-
	2	-
1	7	6
	18	9
2	6	3
1	9	-
-	17	3

This week's total

B/fwd from last week

Total

Less Returns.....£ = 12-0
(for details see overleaf)

Less Cash.....£ = 17-0

C/fwd.

Received the sum of £- 17 s. - d.

From. *Park Ward*.....

Signed. *A.S.*.....

Return

6	US N. V.	20
2	1 monthly	60
6	How in bus	60
2	State Rev.	16
1	Leave Imp	40

1-0
1-0
3-0
3 0
<u>4 0</u>
<u>12 0</u>

PARK WARD														10
GROUP LEDGER ACCOUNT.														
DATE	DETAIL	INVOICE NO.	VALUE £. s. d.	BOOKCLOS. £. s. d.	DATE	DETAIL	AMOUNT £. s. d.	BOOKCLOS. £. s. d.						
1945 Jan 1	Balance due for \$6	13.7	18 9		Jan 5	Returns	25	12						
5	Retail Price	25	1 7 6		5	Cash	25	17 -						
					5	80	26		15 -					

Group or Name *PARK WARD...* Date *5th Jan 195²*

DETAILS.

Booth Club

.....

£.	s.	d.

This week's total

B/fwd from last week

Total

Less Returns.....£

(for details see overleaf)

Less Cash.....£

C/fwd.

.....

Received the sum of £ *15s.* - d.

From... *PARK WARD*

Signed... *A.S.*

Branch Literature Society Monthly Report from to Branch Office

Stock	£21. 0. 0	Sales	£30. 2. 9
Purchases	£30. 6. 5	Stock	£24. 11. 1
	<u>£51. 6. 5</u>		<u>£54. 13. 10</u>
Profits	£37. 5	Loss	Nil
	<u>£54. 13. 10</u>		<u>£54. 13. 10</u>

Cash in Hand £12. 11. 10

Information Report.

